

# Personal Information Worksheet

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## Retirement Calculation Formula

**Service Credit x Benefit Factor = % x Final Compensation = Unmodified Allowance**

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## Service Credit

You can increase your service credit in 3 ways:

- Work longer
- Purchase service credit
- Convert unused sick leave

The types of service credit I am eligible to purchase are:

Eligible	Service Credit Type
	Additional Retirement Service Credit
	Redeposit of Withdrawn Contributions
	Military Service
	Peace Corps, AmeriCorps*VISTA, AmeriCorps
	Service Prior to Membership
	Leave of Absence
	Layoff Time
	Prior Service
	Optional Member Service

Unused sick leave can be converted to service credit at the time of retirement.

In order to be eligible for this benefit it must be contracted for by your employer.

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## Benefit Factor

Your benefit factor is determined by your retirement formula and age at retirement.

My retirement formula is: \_\_\_\_\_ % @ \_\_\_\_\_

You can increase your benefit factor by retiring on or after a birthday quarter.

My birthday quarters are:

	Date/Month
Birthday	
¼ year	
½ year	
¾ year	

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## Final Compensation

Your final compensation is the average of your full time base pay rate.

The period of time used to calculate your average is based on your employer's contract.

I have a \_\_\_\_\_ month final compensation period.

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**Employer  
Contracted  
Benefits**

Benefits that are contracted for by my employer:

<b>Name</b>	<b>Eligible</b>	<b>Benefit</b>
Sick Leave Conversion		____ hrs ÷ 8 = ____ days x .004 = ____ months
Social Security		\$_____ pay rate - \$133.33 = \$_____ final compensation
Survivor Continuance		_____%
Lump Sum Death Benefits		\$_____
COLA		_____%

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